



Medicine Hat College Policy POLICIES

Policy #:	GA-01
Policy Authority:	Manager, Policy and Compliance
Executive Sponsor:	Vice-President, Administration and Finance
Approved by:	President and CEO
Effective Date:	October 28, 2020
Next Mandatory Review Date:	October 28, 2025
Frequency of Review:	Every 5 years

1. OBJECTIVE

This policy provides the parameters for the development, approval, implementation, communication, and maintenance of policies.

2. SCOPE

This policy applies to all college-wide policies under the authority of the President and CEO.

3. DEFINITIONS

- **Executive Sponsor:** a member of the Executive Committee (EC) who is accountable for policies and procedures within their area of responsibility.
- **MHC or the College:** Medicine Hat College.
- **Policy:** a college-wide document that provides information to establish authority and responsibility and defines scope and limitations on activity. Policy is established to ensure organizational compliance with legislation and set structure as an enabler for organizational objectives.
- **Policy Authority:** a college employee who is responsible for policy development and implementation as delegated by the executive sponsor.
- **Policy Requirement Form (PRF):** a form that must be completed whenever there is a requirement to create a new policy, to change an existing policy or to request that a policy be rescinded.
- **Procedure:** a college-wide document that provides instructions or processes for how policies will be applied.
- **Stakeholders:** employees, students, organizations, and community members who have been determined to have a vital stake in and/or are impacted in a direct or indirect manner by the policy.

4. PRINCIPLES

- 4.1 Policies are a foundational element of the institution that enable consistent, effective, transparent, and efficient decision making.
- 4.2 Policies communicate MHC's position on issues which have college-wide application and are subject to approval by the president and CEO.

5. DIRECTIVES

- 5.1 The President and CEO is authorized to establish policies and is the approval authority for policies at MHC.
- 5.2 Only policies approved by the president will be considered MHC policies.
- 5.3 Policy development and review will be based on priority need for the organization as determined by EC.
- 5.4 Policy will align with the mission, vision, values, and guiding principles as set out by the MHC Board of Governors.
- 5.5 Policies are established to ensure compliance with legislative and regulatory requirements. All applicable legislation and regulations will be documented within the policy.
- 5.6 Breaches of MHC policy may result in disciplinary action, up to and including termination or expulsion.
- 5.7 Policy stakeholders will be identified and engaged as part of the policy development process.
- 5.8 Policies will be reviewed regularly as determined by the individual policy review schedule. Ad hoc reviews may be required as a result of changes to legislation, regulations or administrative/editorial purposes.
- 5.9 Policies will be made available internally and to the public.
- 5.10 Policies will clearly identify relevant authorities responsible for implementing the policy.

6. RESPONSIBILITIES

- 6.1 **Executive Committee** is responsible for prioritizing and overseeing MHC policy activity.

6.2 **Executive Sponsors** are responsible for

- (a) policy within their activity area,
- (b) ensuring resources are assigned for policy development and maintenance for their area, and
- (c) recommending the policy for approval to the President and CEO.

6.3 **Policy Authorities** are responsible for

- (a) providing subject matter expertise for policy development,
- (b) engaging stakeholders,
- (c) developing an implementation and communications plan, and
- (d) ensuring the policy is kept current and complies with existing legislation or regulations.

6.4 **Policy Stakeholders** are responsible for meeting deadlines to provide timely and substantive feedback.

6.5 **Manager, Policy and Compliance** is responsible for

- (a) managing the policy development and approval processes, and
- (b) maintaining the Policy and Procedure Framework.

7. APPLICABLE LEGISLATION/REGULATIONS

Post-secondary Learning Act

8. RELATED POLICIES

GA-02: Procedures

9. RELATED PROCEDURES

PR-GA-01-01: Policy and Procedure Development and Approval

ORIGINAL COPY SIGNED

Kevin Shufflebotham
President and CEO

Date: October 28, 2020

ORIGINAL COPY SIGNED

Wayne Resch
Vice-President, Administration and
Finance

Date: October 28, 2020

DOCUMENT HISTORY

March 2015	Policy approved
October 2020	Revised policy approved